

Moose Jaw Minor Hockey Association Inc.

Registered under the Non-Profit Corporations Act
Of Saskatchewan

Constitution and Bylaws

(Rev. April 09, 2018)

ARTICLE ONE - NAME

1. The name of the organization will be MOOSE JAW MINOR HOCKEY ASSOCIATION INC
2. Where the word, "Association", the phrase, "Moose Jaw Minor Hockey Association" or the letters, "MJMHA", appear in this document, they shall be taken to mean "Moose Jaw Minor Hockey Association Inc."
3. The Saskatchewan Hockey Association will be referred to, throughout this document, as the "S.H.A."
4. **The Canadian Hockey Association will be referred to throughout this document as C.H.A.**

ARTICLE TWO – PURPOSE OF THE ASSOCIATION

It shall be the aim of the Association to provide a wholesome hockey experience not only for the youngsters participating, but also for the coaches, managers and league officials. Accordingly, sportsmanship, fair play, good citizenship, friendly competition, enjoyment and participation for all team members shall be the criteria used to judge the success of the hockey program.

All decisions of the Association shall be tempered with reason and with regard for the feelings of the individual and the team. It is our belief that this atmosphere will provide the greatest enjoyment and most wholesome experience for all concerned

ARTICLE THREE - MEMBERSHIP

1. The registration fee of a player registered in MJMHA shall include membership fees of parents or guardians.
2. Membership will be for the current hockey season only.
3. A member may be suspended or reinstated by a 2/3-majority vote at a membership Meeting, Special General Meeting of the membership or by a 2/3 majority vote of the Board of Directors. .
4. The Board of Directors may grant membership to any individual upon request.
5. A person who acts as a coach or manager of a team within the Association.
6. Current members of the Board of Directors.
7. A member in good standing is a member that has paid all MJMHA dues and is not suspended or on probation

ARTICLE FOUR – OFFICERS and DIRECTORS

A. Nominations

1. A nominating committee of three members, at least one of who shall be the immediate Past President, shall be appointed by the Board of Directors. This Committee shall be responsible to present at least one name for each position listed in Article Four, Section B, to the Annual Meeting.
2. At the Annual Meeting, any member may nominate another member or members to fill each of the positions in question.
3. Members accepting nominations must be members in good standing with MJMHA.

B. Elections

1. **The Board of Directors of the MJMHA shall consist of the President, Vice-President, Treasurer, Secretary, and a minimum of Ten (10) Directors**
2.
 - (a) **Director, Initiation Division**
 - (b) **Director, Novice Division**
 - (c) **Director, Atom Division**
 - (d) **Director, Pee Wee B Division**
 - (e) **Director, Bantam B Division**
 - (f) **Director, Midget B Division**

- (g) **Director, Tier AA and A**
- (h) **Director, Female**
- (i) **Director, Equipment**

- 3 The newly elected Board will take office May 1st of that year.
4. If there are no nominations in any of the above positions, the newly elected Board of Directors shall appoint someone to said position or positions as per Article Four. C. 4.
5. Members elected to the Board must be at least 18 years of age.
6. Members elected to the Board who wish to assist as coaches or managers must receive prior approval of the Board of Directors.
7. Members who are elected to the Board of Directors must have a criminal record check completed before the new season starts September 1st.
8. **Members who are elected to the MJMHA BOD must sign a confidentiality agreement at the first meeting of the New Board of Directors.**

C. Terms of Office

1. All Board Members unless otherwise specified herein, shall be elected at the Annual Meeting by a majority vote of those members present.
2. **The President will be voted in on even years and the vice president will be voted in on odd years each position serving a two year term**
 1. Treasurer, Secretary, and Equipment Director will be two-year terms.
 2. Any vacancy on the Board of Directors other than Vice- President may be filled via an appointment by the President which is subject to approval by the Board of Directors; otherwise the vacancy shall be filled at the next General/Special membership Meeting. An interim Vice President may be appointed by the president and approved by the Board until the next Special Meeting.

D. Chairman of Discipline

1. **Chairman of Discipline will be an appointed member of the MJMHA Board of Directors**
2. **Chairman of Discipline will be a non- voting member of the MJMHA Board of Directors**

ARTICLE FIVE - EXECUTIVE

A. Membership

3. **The Executive shall consist of the President, Treasurer, Vice President, and Secretary**
4. If an executive member has missed three (3) consecutive Executive meetings without just and sufficient reasons, their executive position shall be deemed vacant and the provision 4-C-4 shall apply.
5. Any Board member that is deemed not a member in good standing can be removed from office by 2/3 majority vote by the Board of Directors. Such decision shall be communicated in writing to the member. The Moose Jaw Minor Hockey Association Board of Director position will be deemed vacant immediately pending the results of the vote of the Board of Directors. All property, books, monies, keys, receipts must be returned to the Moose Jaw Hockey association office immediately upon being removed from office.
6. Any Member will have the right to Appeal the decision of the Board of Directors with the payment of \$100.00 with the appeal application which is non-refundable. A date shall be set for the member to present their case to the Board of Directors for reconsideration of the decision to remove their membership rights to Moose Jaw Minor Hockey Association. In accordance with policy.

B. Duties

1. The President shall:
 - a. Shall communicate rulings and judgments on any matter pertaining to the Association, provided that such rulings and judgements shall be in keeping with the objectives of the MJMHA;
 - b. **Call and preside at all Board of Directors, executive meetings;**
 - c. Prepare and present an agenda for each meeting;
 - d. Call and preside at all Discipline Committee meetings, except where he or she may be the subject of the meeting, in which case the Vice-President will call the meeting;
 - e. Call meetings of the Executive, as required, to deal with emergency problems of the Association, provided that minutes of all such meetings shall be presented at the next Board of Directors meeting;
 - f. Act as an ex-officio member of all Committees of the MJMHA;

- g. Perform such other duties as may be prescribed by the Board of Directors;
 - h. Vote as he/she deems appropriate, but shall announce his/her intention to vote when the question is called
 - i. Enforce the Moose Jaw Minor Hockey association Bylaws and Policies
 - j. Ensure that the MJMHA funds are used only as authorized or directed by the Constitution and Bylaws, and as per Policy
2. The Vice-President shall:
- a. Be responsible for all promotions associated with MJMHA;
 - b. Assume the duties of the President during that officer's absence.
 - c. Perform other duties as may be assigned to him/her by the President or the Board of Directors;
3. The Secretary shall
- a. Record and submit to the office minutes of all Association Meetings
 - b. Ensure that any changes to the Constitution and Policy are updated,
 - c. Act as Chairperson of the Constitution and Policy Committee; update and review policy on regular basis.
 - d. Assist Business Manager during registration
 - e. Record all amendments and/or additions in the bylaws and/ or policy documents, and make certain that these are sent to the Board of Directors
4. The Treasurer shall:
- a. Keep accurate accounts of all Association deposits and expenditures;
 - b. Deliver a monthly financial report to the Board of Directors;
 - c. Have the Association's books examined or audited annually, according to the instructions of the Board of Directors, provided that the fiscal year shall be from June 1 to May 31;
 - d. With the assistance of the necessary people involved, prepare an annual Budget and present to the Board of Directors for approval.
 - e. Ensure appropriate documentation is provided to legal counsel to complete Annual Return to Corporations Branch.
5. Signing Officers:
- a. The signing officers for MJMHA shall be any two of the Treasurer, President, Vice-President, and Association Business Manager.
 - b. Shall under no circumstances sign any blank cheques
 - c. Any cheque written to any member in these positions shall be signed by the other two officers, except in cases of vacancy or extended absence. All cheques written to pay expenses shall have two signatures.
6. **The Chairman of Discipline**
- a. be responsible for all disciplinary actions**
 - b. ensure all suspension are served as assessed**
 - c. report suspensions to the Board of Directors, Office, required people and governing bodies**
 - d. work with office to insure all documents relevant to their duties are submitted for proper documentation.**
 - e. carry out duties as given by the president and or MJMHA Board of Directors**

ARTICLE SIX - BOARD OF DIRECTORS

A. The Board of Directors shall:

- 1. Conduct the business of the Association in its entirety, authorize all expenditures and have control of all minor hockey members registered with the Association;
- 2. Ensure that fair and sportsman- like conduct is exercised to promote the game within the Association and the Province.
- 3. Have the right to remove in a form of a motion supported by a 2/3 majority of the Board Members, for resignation of any Director, who:
 - i. Has committed and been convicted of a criminal offense while in office.

- ii. Has consistently failed to perform his/her duties of office.
 - iii. Has knowingly violated the governing laws of the Association.
 - iv. Has missed three (3) consecutive Board of Directors meetings without adequate reason.
 - v. Conduct unbecoming a member of the board of directors
4. Appoint persons to various committees as required;
 5. Select Managers, Coaches and Assistant Coaches who are both competent and prepared to support the aims and objectives of the Association.
 6. Appoint Ex-Official members to act as a liaison between the parent organization and the Association. These members may include coaches' representative, **Tier AA and A** Division Commissioners, Parks and Recreation Department of City Hall, the Referees Association, S.H.A., Referee and Chief and any others deemed necessary by the Board. The ex-official members shall not have voting privileges.
 7. Select and appoint a qualified Business Manager and to establish salary and /or office allowance associated with this position

B. Directors of Each Hockey Division shall:

1. Coordinate the selection of teams within his or her division, and give final approval to the teams selected.
2. Attend all meetings of the Board of Directors, Membership Meetings, and any Discipline Committee meetings which pertain to his or her division;
3. Act as liaison between his or her division and the Board of Directors;
4. Ensure that his or her division operates according to the aims and objectives of the Association;
5. At the start of hockey season, distribute and review with all coaches of their division, the Constitution and Policy Manual of the MJMHA; and, ensure that each coach is in possession of the C.H.A. rule book and the S.H.A. Constitution, Bylaws and Regulations; and
6. Provide a written report for his or her division at the Annual Meeting.

C. The Director of Equipment shall:

1. Be responsible for maintaining an up-to-date inventory of all equipment owned by the Association
2. Devise a system for seasonal distribution and collection of all equipment
3. Purchase new equipment as directed by the Board
4. Secure adequate storage for the equipment during the off-season

ARTICLE SEVEN - MEETINGS

A. Membership Meetings

1. At least one (1) membership meeting shall be held each year;
2. The Membership Meetings of MJMHA shall be held no later than April 30th. The purpose of the meeting shall be to review the work of the Board, establish policy for the coming year, hold elections, and present the audited financial statement for the previous fiscal year as well as the receipts and disbursements of the Association since the date of the previous financial statement. Parameters to be set out by the board for the agenda.
3. A Special General Meeting of MJMHA may be called by the majority vote of the Board of Directors or, when requested to do so in writing by at least 50 members, the Board of Directors must meet within 96 hours of receiving notice of the petition to set the date of the special general meeting.
4. Notice of the Special/ General Membership meetings must be placed on the association Web Site at least (21) twenty-one calendar days prior and no longer than (45) forty-five calendar days to the date of the meeting.
5. A quorum shall consist of 35 members.
6. Each member present shall have one vote. There shall be no vote by proxy.
7. All voting shall be by show of hands, except for elections or where a motion for a secret ballot has been put and passed. Motions will be won only by majority vote. The President will vote at the time of ballot and his/her vote will be counted if the voting ballots are of equal value.
8. Meetings shall be conducted according to Robert's Rules of Order See Appendix A.

B. Board of Directors Meetings

1. The Board of Directors shall meet at least once a month during the hockey season;
2. Special meetings of the Board of Directors may be called by the President, acting on a motion of the Executive to that effect, provided, however, that 48 hours shall elapse between the call for a meeting and the meeting itself.
3. Any five (5) members of the Board may call a special Board meeting to deal with a specific issue only. A letter of notice to the President must include the purpose for the meeting and the signatures of five Board Members. The President shall call the meeting within five days of receiving the notice; however, all five members who signed the request for the meeting must attend, or the meeting shall be void.
4. A quorum of the Board of Directors shall be a simple majority of all voting members of the Board.

5. Meetings of the Board of Directors shall be open to the public, except that:
 - Directors and Members of the Executive will be the only ones permitted to vote; and
 - No visitor will be permitted to address the Board except by prior arrangement with the Board.

C. Executive Meetings

1. The President may call meetings of the Executive as required to deal with emergency problems of the Association.
2. The minutes of all Executive Meetings shall be presented to the next Board of Directors Meeting.

D. Discipline Committee Meetings

1. **The Chair of Discipline shall call Discipline Committee meetings as required according to the terms set forth in the MJMHA Policy Manual. Any suspension levied for actions not listed in the Association's rules will be considered at a Board of Directors meeting, to take place as soon as conveniently possible.**
2. The Discipline Committee shall consist of: President, Vice-President, Secretary, **Treasurer** and the Director of the respective tier in which the action under investigation took place.
3. In the event that one or more of the Discipline Committee Members, or the son(s) or daughter(s) of such Members, are under investigation, the Member so involved will remove themselves from the meeting, except where such person is required to attend to provide information.

ARTICLE EIGHT - POLICY MANUAL

A. Establishment of and Amendment to Policy

1. The Board of Directors shall establish and maintain a Policy Manual to govern the day-to-day affairs of the Association.
2. Policy and regulations included in the Policy Manual can only be changed by a 50 + 1 majority vote of the General /Special Membership meeting or by a 2/3 majority vote of the total Board of Directors. Provided the amendments do not conflict with the Local, Provincial and National governing bodies Constitution, or violate Human Rights Legislation. Anyone wanting to make policy changes must notify the office 14 days prior. All amendments passed by the Executive Board must be communicated to the membership immediately with an explanation for the change and must be posted on the Moose Jaw Minor Hockey website.
3. In establishing policy, the Board of Directors shall consider carefully the wishes and directions of the Membership Meetings.

B. Contents of Policy Manual

1. The Policy Manual of the MJMHA shall contain policy and regulations with respect to:
 - membership fees;
 - registration fees and procedures;
 - playoffs;
 - discipline;
 - team structures;
 - development teams;
 - officials fees and clinics;
 - amendments to rules;
 - tournament participation;
 - travel expenses;
 - coach selection and clinics;
 - sponsors (procedures and rates);
 - equipment
 - other policies and regulations as required.

ARTICLE NINE - AMENDMENTS TO THE ARTICLES OF THE CONSTITUTION

The articles of this constitution shall be amended as follows:

1. Notice of proposed amendments must be submitted to the Association Business Manager at least fourteen (14) calendar days prior to the date of the Annual or Special General Meeting.
2. All proposed amendments that have been submitted must be published on the Moose Jaw Minor Hockey Website at least seven (7) calendar days in advance of the meeting. At the annual meeting or special general meeting, a 2/3-majority of members present will be required to carry the motion.

ARTICLE TEN - DISSOLUTION

In the event that the Moose Jaw Minor Hockey Association Inc. should be dissolved by a 2/3 majority vote of those members present at an Annual Meeting or Special General Meeting, the Board of Directors will prepare a plan for

distributing all funds and assets among deserving sports organizations within Moose Jaw. Said plan will be presented, amended as required and ratified at a final Membership Meeting called for that purpose, whereupon the Board of Directors shall resign and cease to represent and act for the Moose Jaw Minor Hockey Association Inc.

Appendix A

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Treasurer will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Treasurer, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Membership ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Board or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.

17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Board, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Board proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Vice President will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Board's business and the proceedings of meetings are not to be divulged to any persons outside the Board, or the Moose Jaw Minor Hockey Association.